

# Duchesne County Library Collection Development Policy

## A. Introduction:

The Duchesne County Library's collection shall fulfill the following roles of popular fiction, independent learning center, and children's services. This document is designed to outline guidelines for the library's collection.

### 1. Collection Development Mission:

*"The collection of the Duchesne County Library System is to promote books and technologically means the directly encourage reading and learning, to all residents of Duchesne and Western Uintah Counties. This will be done regardless of age, creed, religion, or other means of discrimination."*

**2. Audience and Purpose of this Policy:** This policy is meant to address the collection needs and standards of the patrons of the library system. It should also encourage community members at large to make suggestions about the collection of the library system. Patrons are encouraged to take active role in the development of the library system's collection.

### 3. User Group Identification and Needs:

- a) Identify patron needs
- b) Provide reliable research information and recreational reading materials in various formats.
- c) The library system's collection shall consist of materials that encourage children to read.
- d) Provide basic research materials for students of all ages and educational pursuits.

## B. Collection Goals and Objectives:

Goal #1-

The major goal of the Duchesne County Library System is to develop a collection of materials that includes current fiction and non-fiction books and other materials that will interest patrons of all ages.

We plan to accomplish this goal by doing the following: 1) keeping a list of patron requests for purchase; 2) monitor the best seller lists; 3) select books based on popularity and patron interest; 4) purchase books and materials with a wide variety of formats; 5) select books based on relevance and interest to patrons of all ages.

### Goal#2 -

The library system's collections shall include a reference section. This section shall consist go books and other materials that will be useful to patrons doing research. It shall also cover a broad range of subjects. The library system's research materials shall act s a support to local schools and institutions of higher learning in our community.

We plan to accomplish this goal by: 1) developing a reference collection that includes a current set of encyclopedias almanacs, periodicals, readers guides, dictionaries, atlases, and other current reference materials; 2) If the library system's collection does not include information needed by library patrons we will order it through Inter-Library Loan or other means; 3) Materials that are in high demand through Inter-Library Loan will be purchased by the library system.

### **C. Cooperative Collection Development Strategy:**

Over the past several years patrons have enjoyed the advantages of having an aggressive

computer enhancement project. This project has allowed us to increase the amount of research information that is available to patrons. We plan to continue and expand the electronic resources that are available to patrons through this project.

We will work toward expanding and updating the holdings that are available to the Libraries in Roosevelt and Duchesne. In order to make access to these collections more accessible to library patrons we plan to upgrade our circulation system and library system holdings available via the Internet.

### **D. Collection Make Up and Resources:**

Periodicals - The library staff will purchase periodical subscriptions for patrons on various subjects and interests. The subjects will be of interest and benefit to library patrons.

Books - The library staff will keep a list of books requested for purchase by library patrons. The latest best seller list will be monitored and made available to patrons. Recreational reading materials will have priority. Our reference selections will act as a support to local schools and institutions of higher learning.

Audios / Videos - The library staff will add to its audio and video selections as budget constraints allow. In as much as these formats are becoming more widely used it is important that we expand and update these selections of our collection.

Internet - Our computer project should allow us to provide library staff and patrons with up to date computer technologies. In order to make these resources useful to library patrons we will set aside time each week to train patrons in their use.

□□

### **E. Donations: □□□□□□**

All gifts to the library become the property of the county and may be used or sold by the library according to the criteria established by the Library Board. In accepting a gift of materials the library reserves the privilege of deciding whether items donated should be added to the collection. Books and materials donated with conditions attached will be reviewed prior to acceptance. Library staff makes no judgment as to the value of donated materials. Out of the many books and other materials which citizens so generously give, a proportion may be added to the collection and interfiled with other materials on the same subject. Many material donations cannot be added to the collection because the material may be; (1) a duplicate of an item of which the library already has a sufficient number (2) outdated - interesting but not of sufficient present reference or circulating value to the library: and / or (3) in poor condition -- which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. All donated material is judged by the same standards of selection as those applied to the purchase of new materials. The library system reserves the right to place donated items that don't meet library purposes and criteria on the magazine and book exchange table, donate them to charity, add them to the book sale items, or dispose of them.

We hope to have the material donated in memory of deceased persons selected in consultation with library staff so the item can meet the same standards we use in the selection of purchased items consequently it could be added to the library's collection without any problems. If this material becomes worn through use or becomes outdated staff may take the opportunity to visit with the donor family to see if the material can be replaced with a new edition or similar item.

□

### **F. Weeding, discarding, and preserving:**

□ The library system staff will use the following guidelines when weeding, discarding, and preserving books: Fiction materials will be weeded out if they have not been checked out in the last 5 years.

1. Non-Fiction-science, technology and social sciences areas – will be weeded out if not checked out within the previous 2 years or have a copyright date that is more than 10 years old.
2. Non-Fiction – history, math, poetry, and biographies - will be kept for a longer period of time because of the information these types of books contain does not change as rapidly.
3. Physical condition – books will be weeded out if their appearance is discouraging to their use. Age – if the book is out of date or no longer considered useful to patrons it should be weeded out.
4. Reliability – Books that contain viewpoints that have changed over time will be weeded out. Duplicates / older editions – books that are older editions will be weeded out.
5. Duplicate books that appear to be in the best condition will be kept on the shelf. Up to 3 duplicates may be kept on very popular items and books considered classics.
6. Subjects – Materials may be weeded out if user's patterns have changed. Incomplete sets – sets of book that are incomplete may be weeded out.
7. Inappropriate materials – materials that would be deemed inappropriate according to the average adult or according to contemporary community standards may be weeded out or put on restricted check out.
8. Books on local history or by local authors shall not be weeded out.
9. Rare items and those found to be valuable shall not be weeded out.
10. Materials that don't present balanced viewpoints on issues shall be weeded out.
11. Books may be weeded out if they have no research value.
12. Items on the current Best-Seller List shall not be weeded out.
13. Books donated in memory of a particular person or landmark will become a permanent part of the library system's collection and shall not be weeded out. If these books are in poor physical condition staff members may weed them, but must replace them with new copies if available. If these types of books are replaced staff members should take care to assure that the new copy notes who or what the book was purchased in memory of and who or whom make the donation.

### **G. Complaints and Censorship:**

Patrons will have access to and should feel free to submit a “Request for reconsideration of library materials” form. The Library Director will then present the form to the library board with recommendations. The library board will then review the situation. The decision of the library board shall be final.

## **H.0000 Subject Areas and Formats:**

1. Subjects – All Materials and books shall be organized by the Dewey Decimal Classification numbers, or other appropriate category.
2. Present collection levels – We will continue to build a strong collection of materials in various non-fiction subjects, various types of fiction, and children's books.
3. Acquisition – We will purchase books according to the established purchasing policies of the library system.
4. Formats – The library staff will purchase materials in various formats such as: Books on Tape/CD, magazines, and microforms.
5. Magazines – The Library Staff will purchase as many magazine titles as feasibly possible within the current budget constraints. This area can be supplemented by the full-text resources available through the library's Pioneer web site.

This policy will be reviewed and updated no less than every 3 years.

LAST REVIEW: July 16, 2009